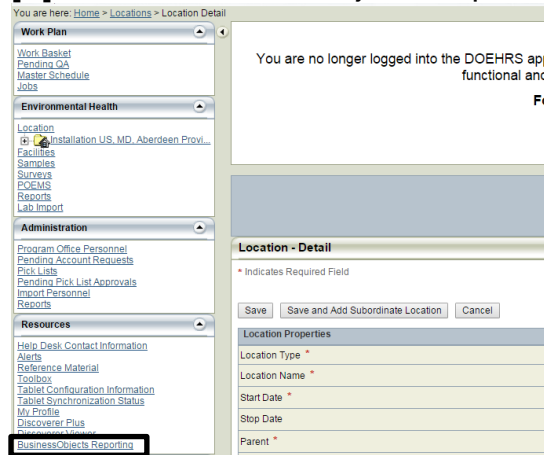


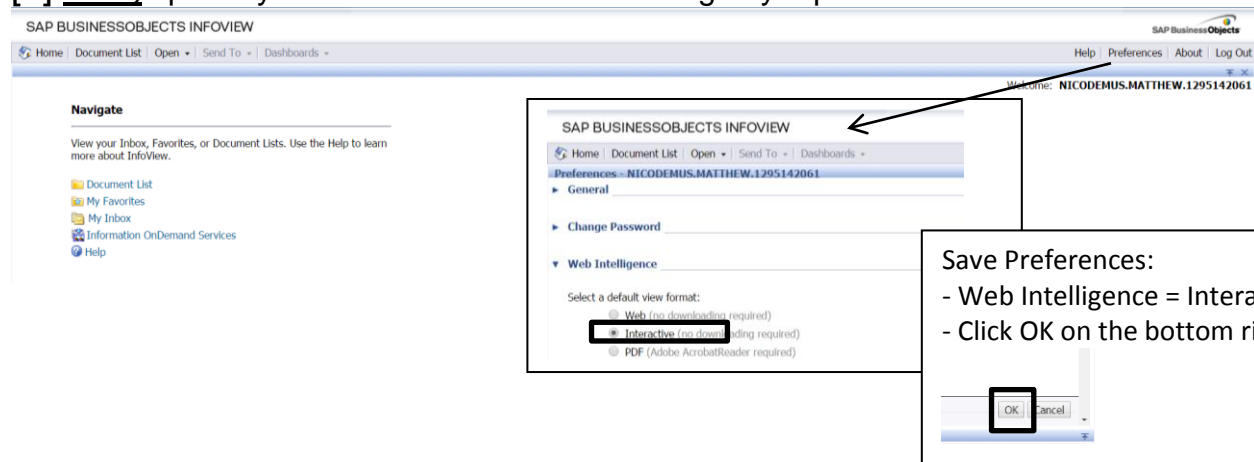
Using the Business Objects “Data Warehouse” for Sanitation Reports

Example shown for 2973 results

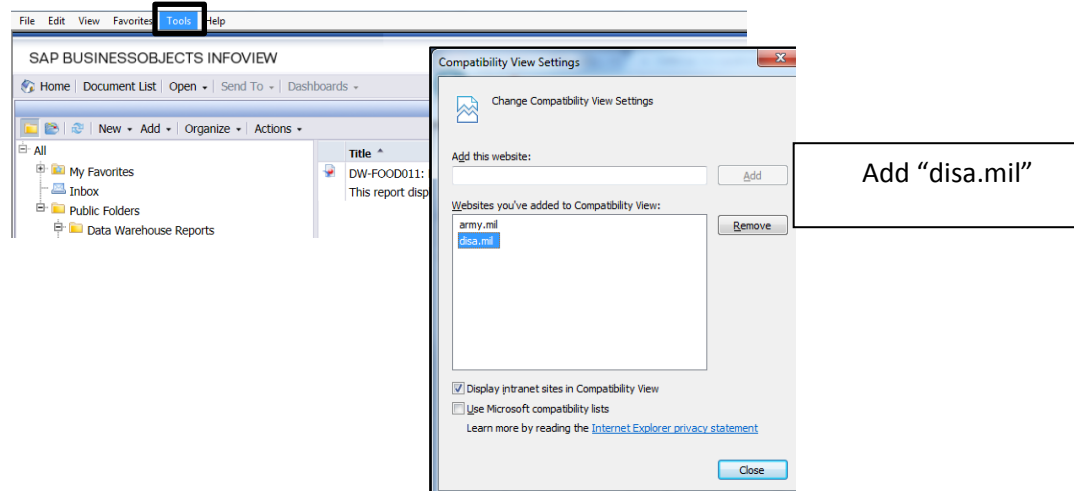
[1] Access Business Objects Reporting from the DOEHRs-IH website.



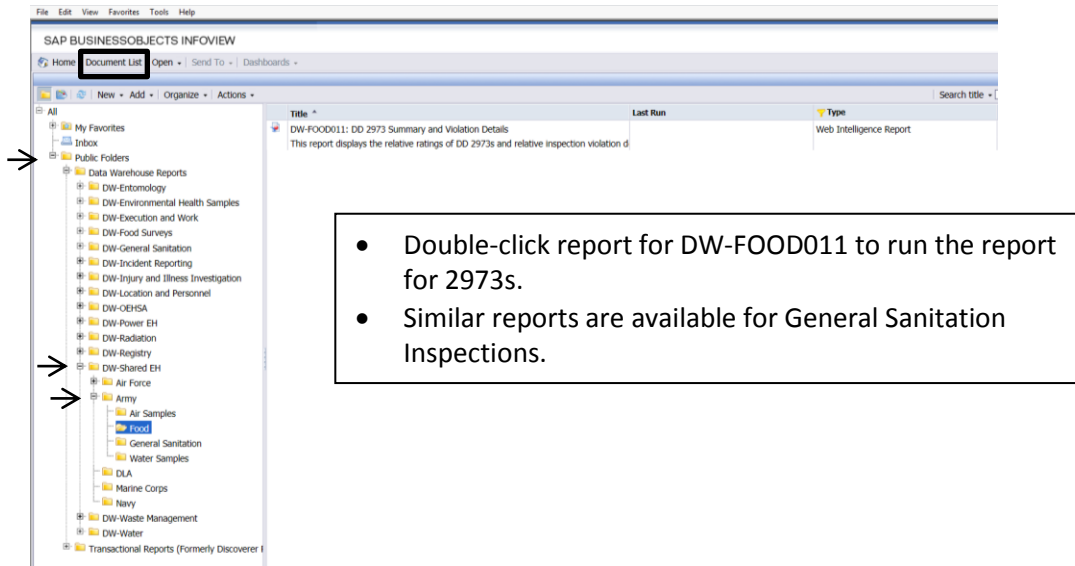
[2] **First**, update your Preferences before running any reports.



[3] **If using I.E. 11**, go to Tools -> Compatibility View settings



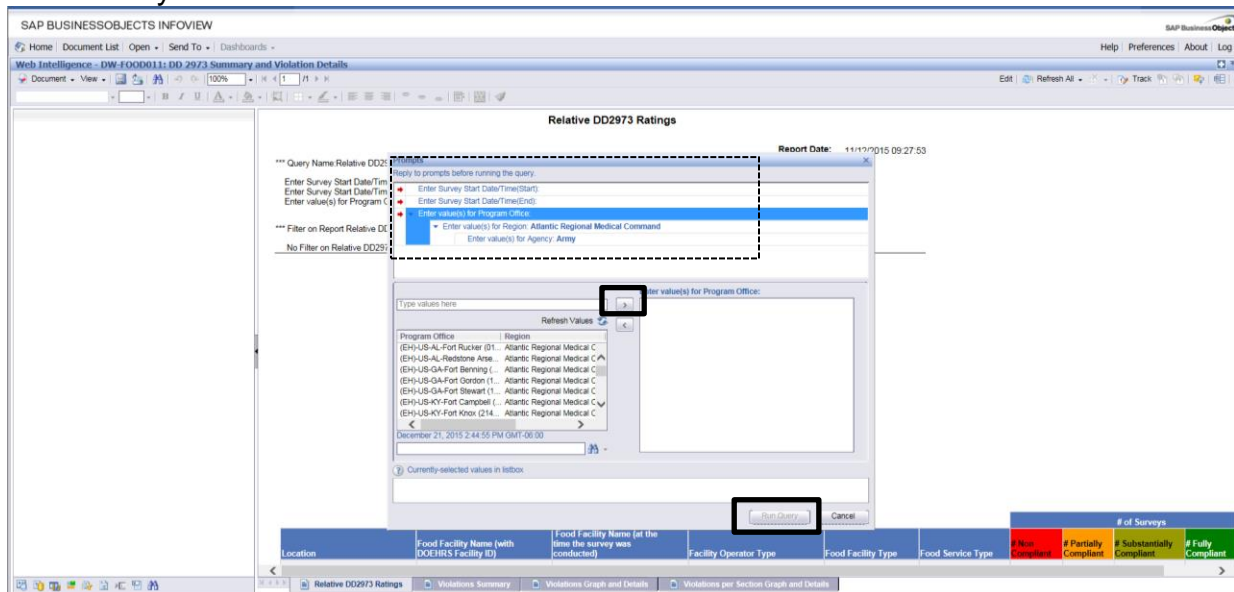
[4] Click on Document List and then expand the “Public Folders” as shown to the “DW-Shared EH” folder.



The screenshot shows the SAP BusinessObjects InfoView interface. On the left, the 'Public Folders' tree is expanded, showing a hierarchy: 'Public Folders' > 'Air Force' > 'DW-Shared EH'. The main pane displays a list of documents, including 'DW-FOOD011: DD 2973 Summary and Violation Details'. A callout box contains the following instructions:

- Double-click report for DW-FOOD011 to run the report for 2973s.
- Similar reports are available for General Sanitation Inspections.

[5] Start from the bottom of the Prompt and select the Agency (Army), Regions(s), and Program Office(s). The Date = Start Date marked on the Survey in DOEHRs. “Run” when ready.



The screenshot shows the 'Relative DD2973 Ratings' report in SAP BusinessObjects InfoView. A prompt is open for entering values for the query. The prompt includes fields for 'Enter Survey Start Date/Time', 'Enter Survey End Date/Time', and 'Enter value(s) for Program Office'. The 'Enter value(s) for Program Office' field is highlighted, and a list of program offices is displayed. The 'Run Query' button is highlighted. The report date is 11/12/2015 09:27:53.

Location	Food Facility Name (with DOEHRs Facility ID)	Food Facility Name (at the time the survey was conducted)	Facility Operator Type	Food Facility Type	Food Service Type	# of Surveys
						# Not Compliant
						# Partially Compliant
						# Substantially Compliant
						# Fully Compliant

[6] Report Names/Types are **tabbed at the bottom**. Use the **Input Controls** to filter results. Click “OK” to activate the Input Control (use a ctrl+click for multiple choices).

Criteria/Filters Shown here. Input Controls can be reset.

Adjust Dates on original query

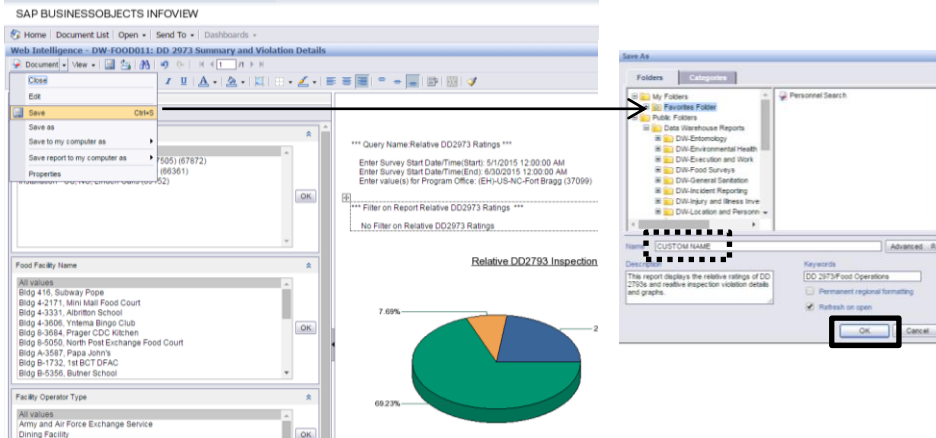
Input Controls; these are different for EACH tab/report.

Location	Food Facility Name	Facility Operation Type	Food Facility Type	Food Service Type	# of Surveys				Total
					# Non-Compliant	# Partially Compliant	# Substantially Compliant	# Fully Compliant	
Installation - US, NC, Camp Mackall (37505) (67672)	Bldg C-5534, 52nd Airborne Food Court	Army and Air Force Exchange Service	Food Service, Food Retail	Fixed	0	1	0	0	1
Installation - US, NC, Fort Bragg, 37099 (69361)	Bldg H-3652, KFC	Army and Air Force Exchange Service	Food Service	Fixed	0	1	0	0	1
Installation - US, NC, Camp					0	0	1	0	1

[7] Export Results to Excel as shown.

Export Results to Excel as shown.

[8] Save Program Office(s) used in the query other Criteria to your Favorites. Make a Custom Name as needed. Note: this step is not required, but may be useful for making Reports per Region or different Program Offices.



Other Tip: To change the graph type, right click -> “Turn chart to...”. Adjust Sort order as shown.

